

**RECORD OF PERFORMANCE QUALIFICATIONS  
RD**

**INSTRUCTIONS**

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual (COMDTINST M1414.8, series). As proficiency in each performance qualification is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications assigned to their rating. Qualifications previously demonstrated, dated and initialed off will not be recertified.

Prior to commencement of ADT, the member's Reserve Unit shall indicate, by circling in red, those qualifications which cannot be completed during inactive duty and should be completed on ADT.

**RATING**

RADARMAN (Rev. 1/99 -- effective beginning May 00 SWE)

**ABBREVIATION**

RD

**DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL**

**E-4**

**E-5**

**E-6**

**E-7**

**E-8**

**E-9**

**NAME** (Last, First, Middle Initial)

**SOCIAL SECURITY NUMBER**

SIGNATURE OF SUPERVISOR				
DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

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<p><b><u>A. ADMINISTRATION, TRAINING, AND SECURITY</u></b></p> <p>4.01 <b>Prepare</b> and <b>update</b> the following logs in accordance with the Information Security Manual (COMDTINST M5510.21 series) and NWP 1-01.</p> <ul style="list-style-type: none"> <li>a. CIC Visitors Log</li> <li>b. Publication Custody Log</li> <li>c. Publication Watch to Watch Inventory Log</li> </ul> <p>4.02 <b>Safeguard</b> and <b>stow</b> all types of classified material and equipment used in CIC in accordance with the Information Security Manual (COMDTINST M5510.21 series), COMTAC Publications Index (COMDTINST M2600.1 series), NWP 1-01, and CMS 4.</p> <p>4.03 <b>Enter</b> corrections and changes to classified publications in accordance with COMTAC Publications Index (COMDTINST M2600.1 series), Information Security Manual (COMDTINST M5510.21 series), and NWP 1-01 to include:</p> <ul style="list-style-type: none"> <li>a. Pen and ink changes</li> <li>b. Message Corrections</li> <li>c. Bulk changes</li> <li>d. Page checks in accordance with List of Effective Pages</li> <li>e. CPL Card update</li> </ul> <p>4.04 <b>Demonstrate</b> the implementation of the CIC Emergency Action Plan in accordance with the Information Security Manual (COMDTINST M5510.21 series) and CMS 4.</p> <p>5.01 <b>Prepare</b> a classified material destruction report in accordance with the Information Security Manual (COMDTINST M5510.21 series) and CMS 4.</p> <p>5.02 <b>Update</b> an individual training record in accordance with the Cutter Training Qualification Manual (COMDTINST M3502.4 series).</p> <p>5.03 <b>Plan</b> and <b>organize</b> training programs that include CIC personnel in accordance with Table 5.1 of the Cutter Training and Qualification Manual (COMDTINST M3502.4 series).</p> <p>6.01 <b>Schedule</b> and <b>supervise</b> training programs among CIC personnel in accordance with Table 5.1 of the Cutter Training and Qualification Manual (COMDTINST M3502.4 series).</p> <p>6.02 <b>Train</b> CIC watchstanders for each watch station in preparation for qualification in accordance with the Cutter Training and Qualification Manual (COMDTINST M3502.4 series).</p>		
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<p>6.03 <b>Draft</b> local instructions and submit via the chain of command in accordance with the Paperwork Management Manual (COMDTINST M5212.12 series).</p> <p>7.01 <b>Supervise</b> the maintenance of the unit, department, or division's notices, instructions, message traffic, correspondence files, and records in accordance with the Paperwork Management Manual (COMDTINST M5212.12 series).</p> <p>7.02 <b>Serve</b> as a member of the CCTT and/or NCTT training team in accordance with the Cutter Training and Qualification Manual (COMDTINST M3502.4 series).</p> <p>7.03 <b>Review</b> RD shipboard training requirements and submit recommended changes in writing through the chain of command in accordance with Cutter Training and Qualification Manual (COMDTINST M3502.4 series).</p> <p>7.04 <b>Review</b> CIC Job Qualification Requirements and submit recommended changes in writing via the chain of command in accordance with the Enlisted Qualifications Manual (COMDTINST M1414.8).</p> <p>8.01 <b>Review</b> RD performance qualifications and qualification codes and submit recommended changes in writing via the chain of command to Commandant (G-WTT) in accordance with the Enlisted Qualifications Manual (COMDTINST M1414.8 series).</p> <p><b><u>B. COMMUNICATIONS</u></b></p> <p>4.01 <b>Transmit</b> and <b>Receive</b> a message on an R/T circuit in accordance with ACP 125 and the Radiotelephone Users Training Handbook (RUTH)/Radiotelephone Users Manual (RUM).</p> <p>4.02 <b>Authenticate</b> a message on an R/T circuit in accordance with the Radiotelephone Users Handbook (RUTH)/Radiotelephone Users Manual (RUM) to include:</p> <ul style="list-style-type: none"> <li>a. Time Authentication</li> <li>b. Challenge and Reply</li> </ul> <p>4.03 <b>Encode</b> and <b>Decode</b> signals in accordance with ATP I Volume II.</p> <p>4.04 <b>Identify</b> emergency frequencies in accordance with the OPTASK Comms and current OPORDER.</p>		
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<p>4.05 <b>Identify</b> the handling requirements for the following message precedence in accordance with the Telecommunications Manual (COMDTINST M2000.3 series) to include:</p> <ul style="list-style-type: none"> <li>a. Flash</li> <li>b. Immediate</li> <li>c. Priority</li> <li>d. Routine</li> </ul> <p>4.06 <b>Transmit</b> and <b>Receive</b> Over the Horizon Targeting (OTHT) gold messages in accordance with the Unified Build Users Manual.</p> <p>5.01 <b>Encode</b> and <b>Decode</b> messages using encryption publications and devices in accordance with the Radiotelephone Users Training Handbook (RUTH)/Radiotelephone Users Manual (RUM) and ACP 125.</p> <p>5.02 <b>Establish</b> satellite communications for Officer in Tactical Command Information Exchange System (OTCIXS) in accordance with Unified Build Users Manual.</p> <p>5.03 <b>Configure</b> automatic broadcasts in accordance with the Unified Build Users Manual.</p> <p>6.01 <b>Prepare</b> a communications plan for own ship in accordance with current OPTASK &amp; OPORDER.</p> <p><b><u>(C. NAVIGATION)</u></b></p> <p>4.01 <b>Maintain</b> a navigational plot on a nautical chart in restricted waters in accordance with Cutter Navigation Standards and Procedures (COMDTINST 3530.2 series) to include:</p> <ul style="list-style-type: none"> <li>a. <b>Plotting</b> LOP's using range and bearings</li> <li>b. <b>Solving</b> for set and drift</li> <li>c. <b>Lay out</b> deadreckoning positions on intended tracklines</li> <li>d. <b>Computing</b> course and speed to regain track</li> <li>e. <b>Computing</b> course and speed to compensate for set and drift</li> <li>f. <b>Applying</b> advance and transfer to the navigation plot</li> <li>g. <b>Maintaining</b> a complete navigation log during RADAR navigation</li> <li>h. <b>Provide</b> the Piloting Officer with navigation fix information</li> <li>i. <b>Computing</b> course and speed over ground</li> </ul> <p>4.02 <b>Achieve</b> a passing score on the end of course test for the Coast Guard Institute Navigation Rules (NAVRUL) correspondence course in accordance with navigation rules, International-Inland (COMDTINST M16672.2 series).</p>		
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<p>4.03 <b>Apply</b> the Rules of the Road as used in collision avoidance and use of RADAR in low visibility in accordance with Navigation Rules, International-Inland Manual COMDTINST M16672.2 series).</p> <p>4.04 <b>Order</b> Nautical charts and publications used in CIC in accordance with the Nautical Chart and Publication Allowance for Cutters (COMDTINST 3140.5 series) and NIMA Catalog of Maps, Charts, and Related Products.</p> <p>4.05 <b>Update</b> Nautical charts, chart cards, and publications used in CIC in accordance with the Nautical Chart and Publication Allowance for Cutters and NIMA Catalog of Maps, Charts, and Related Products (COMDTINST 3140.5 series).</p> <p>4.06 <b>Maintain</b> a shipping plot in CIC in accordance with the Cutter Navigation Standards and Procedures (COMDTINST 3530.2 series).</p> <p>4.07 <b>Provide</b> RADAR ranges, bearings, and available navigation points to the Navigation Plotter using available surface search RADAR in accordance with the Cutter Training and Qualification Manual (COMDTINST M3502.4 series).</p> <p>5.01 <b>Prepare</b> charts for RADAR Navigation in accordance with Cutter Navigation Standards and Procedures (COMDTINST 3530.2 series) and Bowditch.</p> <p>5.02 <b>Prepare</b> a precision anchorage in accordance with Cutter Navigation Standards and Procedures (COMDTINST 3530.2 series), Duttons, and Bowditch.</p> <p>6.01 <b>Perform</b> the duties of Shipping Officer in restricted waters in accordance with Cutter Navigation Standards and Procedures (COMDTINST 3530.2 series), unit's tactical manual, and Bowditch.</p> <p>6.02 <b>Perform</b> the duties of Piloting Officer in restricted waters in accordance with Cutter Navigation Standards and Procedures (COMDTINST 3530.2 series), unit's tactical manual, and Bowditch.</p> <p><b><u>D. SEARCH AND RESCUE</u></b></p> <p>4.01 <b>Communicate</b> on a designated Search and Rescue (SAR) Frequency using standard SAR acronyms in accordance with the National Search and Rescue Manual Volume I (COMDTINST M16120.5 series).</p> <p>4.02 <b>Identify</b> the three phases of SAR in accordance with National Search and Rescue Manual Volume I (COMDTINST M16120.5 series).</p>		
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<p>5.01 <b>Identify</b> the capabilities and limitations of a specified SAR unit listed in the National Search and Rescue Manual Volume I (COMDTINST M16120.5 series).</p> <p>5.02 <b>Construct</b> a search area and pattern given datum using TDA's in accordance with the Unified Build Users Manual.</p> <p>6.01 <b>Apply</b> the procedures for the prosecution of a SAR case in accordance with National Search and Rescue Manual Volume I (COMDTINST M16120.5 series) and unit's tactical manual to include:</p> <ul style="list-style-type: none"> <li>a. Plotting Datum</li> <li>b. Determining the correct search area</li> <li>c. Plotting the search area and pattern for assigned units</li> <li>d. Selecting the proper search pattern(s) for the situation</li> <li>e. Computing the track spacing, sweep width, and probability of detection</li> <li>f. Determining the required vertical and horizontal separation for assigned aircraft</li> </ul> <p>6.02 <b>Prepare</b> a unit Situation Report (SITREP) in accordance with National Search and Rescue Manual Volume I (COMDTINST M16120.5 series).</p> <p>6.03 <b>Prepare</b> a unit Search Action Plan in accordance with National Search and Rescue Manual Volume I (COMDTINST M16120.5 series).</p> <p>6.04 <b>Make</b> recommendations to the On-Scene Commander in accordance with National Search and Rescue Manual Volume I (COMDTINST M16120.5 series).</p> <p><b><u>E. SYSTEMS OPERATIONS</u></b></p> <p>4.01 <b>Operate</b> installed Surface Search RADAR equipment by energizing, tuning, adjusting and securing in accordance with manufacturer's technical manuals, NAVSHIPS 324-0303, and NAVLEX 0967-LF-390-8040.</p> <p>4.02 <b>Use</b> ARPA (Automatic RADAR Plotting Aids) functions to manually track and monitor targets during a normal CIC watch in accordance with manufacturer's technical manual.</p> <p>4.03 <b>Use</b> ARPA functions to solve the following in accordance with manufacturer's technical manual.</p> <ul style="list-style-type: none"> <li>a. Collision Avoidance</li> <li>b. Intercept</li> </ul>		
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<p>4.04 <b>Secure</b> energized equipment in an emergency in accordance with Electronics Manual (COMDTINST M10550.25 series).</p> <p>4.05 <b>Determine</b> RADAR range and bearing error on surface search RADAR in accordance with Cutter Navigation Standards and Procedures (COMDTINST 3530.2 series).</p> <p>4.06 <b>Operate</b> the AN/SPA-25G RADAR repeater in accordance with the manufacturer's technical manuals.</p> <p>4.07 <b>Energize</b> and secure the Shipboard Command and Control System (SCCS) in accordance with manufacturer's technical manual.</p> <p>5.01 <b>Operate</b> installed Electronic Warfare equipment by energizing, adjusting, and securing in accordance with manufacturer's technical manuals.</p> <p>5.02 <b>Operate</b> installed Air Search RADAR equipment by energizing, adjusting and securing in accordance with manufacturer's technical manuals, NAVSHIPS 324-0303, and NAVLEX 0967-LF-390-8040.</p> <p>6.01 <b>Set</b> parameters for FOTC (Fleet Over the horizon Track Coordinator) for the following modes in accordance with Unified Build Users Manual:</p> <ul style="list-style-type: none"> <li>a. Participant</li> <li>b. Coordinator</li> </ul> <p><b><u>F. INTERPRETATION</u></b></p> <p>4.01 <b>Identify</b> the following on RADAR in accordance with NAVPUB 1310:</p> <ul style="list-style-type: none"> <li>a. Land</li> <li>b. Aircraft</li> <li>c. Ships</li> <li>d. Aids to Navigation</li> <li>e. Weather</li> <li>f. Unwanted echoes and effects</li> </ul> <p>5.01 <b>Interpret</b> IFF responses in accordance with ACP 160 and NAVLEX 0967-LF-390-8040.</p> <p>5.02 <b>Perform</b> Track Data Base Management (TDBM) in a FOTC environment in accordance with World Wide OPTASK FOTC, OTH-T, and Unified Build Users Manual.</p>		
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<p><b><u>G. INTELLIGENCE</u></b></p> <p>5.01 <b>Prepare</b> a MARREP in JINTACCS format in accordance with NWP 1-03.40</p> <p>5.02 <b>Complete</b> a Sighting and Boarding Report (SABR) in accordance with LEIS II Users Manual.</p> <p>5.03 <b>Conduct</b> a tactical query in accordance with LEIS II Users Manual.</p> <p>5.04 <b>Serve</b> as a member of the intelligence collection team in accordance with the Fleet Intelligence Collection Manual (FICM) and the unit's tactical manual.</p> <p>6.01 <b>Prepare</b> a Field Intelligence Report (FIR) in accordance with LANTAREAINST 3820.2 and PACAREAINST 3821.1 to include inputs from:</p> <ul style="list-style-type: none"> <li>a. Available intelligence data</li> <li>b. Operational boarding</li> </ul> <p>7.01 <b>Prepare</b> an Intelligence Information Report (IIR) in accordance with COMDTINST 3821.5 series and the FICM.</p> <p>7.02 <b>Supervise</b> an intelligence collection team in accordance with the FICM and the unit's tactical manual.</p> <p>7.03 <b>Conduct</b> intelligence brief using information contained in current OPTASK, OPOORDERS, operational directives, and available intelligence in accordance with unit's tactical manual.</p> <p><b><u>H. OPERATIONS - GENERAL</u></b></p> <p>4.01 <b>Solve</b> the following maneuvering board problems in accordance with NAVPUB 217:</p> <ul style="list-style-type: none"> <li>a. Course and speed</li> <li>b. Closest Point of Approach (CPA)</li> <li>c. Stationing</li> <li>d. Collision Avoidance</li> <li>e. Intercept</li> <li>f. True and desired wind</li> </ul> <p>4.02 <b>Convert</b> given geographic positions into Cartesian grid coordinates in accordance with ATP I Volume I and NWP 32.</p>		
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<p>4.03 <b>Convert</b> Cartesian grid coordinates into geographic positions in accordance with ATP I Volume I and NWP 32.</p> <p>4.04 <b>Plot</b> a Man Overboard using the following installed equipment/systems in accordance with appropriate technical manuals:</p> <ul style="list-style-type: none"> <li>a. ARPA</li> <li>b. AN/SPA-25G</li> <li>c. Shipboard Command and Control System (SCCS)</li> </ul> <p>4.05 <b>Initiate</b> in flight emergency procedures (LINT) in accordance with the Shipboard Helicopter Operation Procedures (SHOP) manual (COMDTINST M3710.2B).</p> <p>4.06 <b>Identify</b> NTDS symbology in accordance with NWP 32 and NAVPUB 217.</p> <p>4.07 <b>Determine</b> own ship history using Tactical Decision Aids (TDA's) in accordance with the Unified Build Users Manual.</p> <p>4.08 <b>Obtain</b> CPA information on a track using TDA's in accordance with the Unified Build Users Manual.</p> <p>4.09 <b>Obtain</b> intercept information on a track using TDA's in accordance with the Unified Build Users Manual.</p> <p>4.10 <b>Establish</b> Data Link Reference Point (DLRP) using SCCS in accordance with the Unified Build Users Manual.</p> <p>5.01 <b>Locate</b> and apply information from the following sources for use in all CIC and ship's operations listed in unit's tactical manual and APP 4 Volume I &amp; II:</p> <ul style="list-style-type: none"> <li>a. Tactical publications</li> <li>b. Operation plans (OPLANS)</li> <li>c. Operation orders (OPORDERS)</li> <li>d. Operation general messages (OPGENS)</li> <li>e. Operation tasking messages (OPTASKS)</li> </ul>		
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<p>5.02 <b>Alter</b> from one formation or screen to another on a maneuvering board in accordance with ATP I Volume I and II to include:</p> <ul style="list-style-type: none"> <li>a. Column</li> <li>b. Column open order</li> <li>c. Line abreast</li> <li>d. Loose line abreast</li> <li>e. Line of bearing</li> <li>f. Loose line of bearing</li> <li>g. Diamond</li> </ul> <p>5.03 <b>Identify</b> Composite Warfare Commanders (CWC), their general duties, and identifying call signs in accordance with (CWC Publication).</p> <p>5.04 <b>Conduct</b> a pre-flight brief in accordance with the SHOP manual (COMDTINST M3710.2B).</p> <p>5.05 <b>Act</b> as a flight follower in accordance with the SHOP manual (COMDTINST M3710.2B).</p> <p>5.06 <b>Perform</b> the duties of FOTC in accordance with World Wide OPTASK FOTC and CINCPAC/LANT Fleet instructions.</p> <p>6.01 <b>Perform</b> the duties of the CIC supervisor tasks in accordance with the unit's tactical manual.</p> <p>6.02 <b>Assist</b> the RADAR Control Officer (RCO) during all readiness conditions in accordance with the unit's tactical manual.</p> <p>6.03 <b>Brief</b> the command on the capabilities, limitations, reliability, and operation of CIC equipment in accordance with manufacturer's technical manuals.</p> <p>7.01 <b>Perform</b> the duties of the CIC Officer in accordance with the unit's tactical manual.</p> <p>7.02 <b>Act</b> as Radar Control Officer (RCO) during all conditions of readiness in accordance with unit's tactical manual.</p>		
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<p><b><u>I. OPERATIONS - ASUW</u></b></p> <p>4.01 <b>Track</b> multiple contacts on a surface search RADAR system in accordance with manufacturer's technical manual.</p> <p>5.01 <b>Transmit</b> all ASUW reports using R/T in accordance with ATP 28, APP 1, ATP 1 vol II and NWP 3-01.01</p> <p><b><u>J. OPERATIONS - AAW/EW</u></b></p> <p>4.01 <b>Set</b> Emissions Control (EMCON) in CIC during various conditions of readiness in accordance with NWP 3-51.1, ATP I Volume I.</p> <p>5.01 <b>Transmit</b> all electronic warfare communications reports using R/T in accordance with NWP 3-51.1, APP 1.</p> <p>5.02 <b>Use</b> RADAR under conditions of jamming and interference in accordance with NWP 3-51.1.</p> <p>5.03 <b>Perform</b> the duties of the Air tracker/reporter during Conditions I &amp; III in accordance with NWP 3-01.01 and unit's tactical manual.</p> <p>5.04 <b>Interpret</b> a HERO/HERF plan in accordance with NAVSEA OP 3565 Vol II (series).</p> <p>5.05 <b>Set</b> HERO/HERF in accordance with NAVSEA OP 3565 Vol II (series).</p> <p>5.06 <b>Interpret</b> an ordered EMCON plan in accordance with NWP 3-51.1.</p> <p>5.07 <b>Prepare</b> an Electronic Order of Battle in accordance with applicable Electronic Warfare and Intelligence publications.</p> <p>5.08 <b>Evaluate</b> intercepted electronic emissions in accordance with applicable Electronic Warfare publications and Intelligence publications.</p> <p>5.09 <b>Perform</b> the duties of LINK 11 track coordinator in accordance with USCG Link 11 Setup Guide.</p> <p>6.01 <b>Supervise</b> the setting of EMCON in accordance with NWP 3-51.1.</p> <p>6.02 <b>Review</b> and update an EMCON plan in accordance with NWP 3-51.1.</p>		
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<p>7.01 <b>Develop</b> an EMCON plan in accordance with NWP 3-51.1.</p> <p><b><u>K. SCCS NETWORK MANAGEMENT</u></b></p> <p>5.01 <b>Archive</b> and Restore SCCS data files in accordance with Unified Build Users Manual.</p> <p>6.01 <b>Install</b> and Initialize SCCS printers and plotters in accordance with the Unified Build Users Manual.</p> <p>7.01 <b>Install</b> SCCS software and segments in accordance with the manufacturer's technical manuals.</p> <p>7.02 <b>Create</b> SCCS Roles and Accounts in accordance with the C2CEN Installation Guide.</p> <p>7.03 <b>Clean</b> and <b>Backup</b> SCCS system files in accordance with Unified Build Users Manual.</p> <p>7.04 <b>Install</b> the SCCS Status Network software in accordance with the manufacturer's technical manuals.</p>		
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